

11.1	INFORMATION TECHNOLOGY
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<b>Applies to:</b> Staff
<b>Specific responsibility:</b> HECIS Co-Ordinator, Office Manager, Staff

<b>Version:</b> 1
<b>Date approved:</b> 5.8.14
<b>Next review date:</b> Aug 21

<b>Policy context:</b> This policy relates to	
Standards or other external requirements	
Legislation or other requirements	
Contractual obligations	

## POLICY STATEMENT

HECIS is committed to ensuring that the work of staff is supported and assisted by integrated and efficient information technology.

As far as possible within available resources, HECIS will maintain an up to date computer system providing staff with:

- reliable software for their day to day tasks
- high speed internet access
- personal staff email and messaging systems

## PROCEDURES

### IT Equipment and responsibilities

The organisation maintains the following computer system:

- HECIS provides laptops and desktop PCs for staff and are wirelessly connected to the service internet.
- All computers are connected to freestanding printers (either hardwired or wirelessly through the HECIS wireless network).
- The computers are not connected to a main server or network.
- Original copies of software are kept in the HECIS Main Office.
- Staff are supplied with a USB storage stick to enable storage of caseload files and proforma documents.
- HECIS has a portable hard drive to enable staff to regularly backup computer files.

The Office Manager assists the HECIS Co-Ordinator to

- maintain the system and liaison with IT contractors or technicians when necessary.
- Provide/source advice for the organisation regarding IT issues.
- provide an IT orientation to new staff members
- provide IT support to staff.

### Information security

Virus protection updates are downloaded as required by staff in consultation with the Office Manager. The HECIS Co-Ordinator will be responsible for ensuring that all staff backup their own files and for ensuring that all staff are trained to conduct and monitor back up procedures.

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Back up onto HECIS portable hard-drive will be done in regular rotation so that a copy of the previous day's data is always available as a back up to the current data.

Staff doing computer-based work from home must have adequate virus protection software installed on their home computers, and ensure that any files transferred to the organisation's computer system have been virus screened.

### Use of internet

Use of the organisation's computer network to access the internet for personal use is permitted, provided it conforms to the organisation's policy on personal use of organisational resources.

This prohibits use of the network to:

- access pornographic, gambling or gaming related sites or material.
- create or exchange messages, images or sounds that are offensive, harassing, defamatory, obscene, sexually harassing or threatening
- download any files without permissions for intellectual property rights (including commercial software, games, music or movies)
- create or exchange advertisements, solicitations, chain letters and other unsolicited or bulk email.
- download software without the approval of the HECIS Co-Ordinator
- play games in work time.

Staff should also ensure that any activity on a personal social network site does not identify or implicate HECIS in any way and that organisational policies regarding confidentiality and privacy are extended to all internet exchanges.

### DOCUMENTATION

Documents related to this policy	
Related policies	
Forms, record keeping or other organisational documents	

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	HECIS Co-Ordinator	Management Committee

Policy review and version tracking			
Review	Date Approved	Approved by	Next Review Due
1	26.8.15	HECIS Co-Ordinator	Aug 2016
2	8.8.16	HECIS CoOrdinator	Aug 2017
3	16.8.317	HECIS CoOrdinator	Aug 2018
4	10.9.18	HECIS CoOrdinator	Aug 2019
5	17.9.19	HECIS CoOrdinator	Aug 2020
6	15.9.20	HECIS CoOrdinator	Aug 2021